



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SENIOR OFFSET EQUIPMENT OPERATOR

Class No. 003073

■ CLASSIFICATION PURPOSE

To perform varied and difficult operation and maintenance of offset printing equipment and peripheral print shop equipment; to assist with the training and supervision of other workers in the printing facility; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Senior Offset Equipment Operator is a lead worker/unit supervisor class responsible for the operation of the most sophisticated equipment in a print shop. Senior Offset Equipment Operators have responsibility for the more difficult assignments, training other workers in the techniques of offset printing and other related printing operations and equipment, and help coordinate shop work to allow efficient use of time and materials.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Performs the most difficult and complex printing/reproduction jobs.
2. Independently sets up and performs varied printing/reproduction work that utilizes the most skill, judgment and complex equipment.
3. Trains and supervises subordinate workers in equipment operation and shop procedures.
4. Operates sophisticated offset machines, high-speed photocopiers, and power collators in the production of forms, booklets, charts and similar copies produced in black and white or color.
5. Operates or utilizes a variety of finishing equipment such as paper drills, padding equipment, staplers, tape binders and folding equipment to prepare forms, reports, pads of paper and other requested paper products.
6. Trouble shoots equipment and clears jams, adds ink/toner and performs other routine maintenance tasks.
7. May make minor repairs to machines.
8. Coordinates work so jobs move smoothly through the production to packing and shipping phases efficiently.
9. Estimates job time and material needs.
10. May deliver printing materials to requesting departments.
11. Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- County customer service objectives and strategies.
- Offset printing techniques, preparation and set up.
- Offset printing supplies, paper stocks, plates and chemicals.
- Efficient use and cutting of stock.

- Maintenance and troubleshooting techniques for the offset printing presses, or equivalent, and for related drill presses and paper cutters.
- Operation and maintenance of complex high-speed double-sided or multi-color presses (i.e. Jet, Perfector, or Omni).
- Basic principles of supervision and training.
- Ordering supplies and equipment parts.
- Record keeping.

Skills and Abilities to:

- List most important to least important.
- Communicate effectively, orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information.
- Analyze and project consequences of decisions and/or recommendations.
- Supervise, coordinate and evaluate the work of others.
- Set up and operate printing presses.
- Utilize a variety of finishing equipment common to print shops.
- Maintain and make minor repairs to offset and related equipment (power cutter, folder, collators, power drill, plate maker, packaging machine).
- Identify and select paper stock appropriate to specific job.
- Follow written and oral instructions.
- Plan workloads, prepare job estimates, and meet publication deadlines.
- Establish and maintain effective working relations with those contacted during the course of work.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An examples of qualifying education/experience is: three (3) years of full-responsibility for the operation and maintenance of offset printing presses and related print shop equipment.

Note: Experience limited to photocopying machines is not qualifying.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Lifting boxes of paper weighing up to 60 pounds.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: May 16, 1986
Reviewed: Spring 2003
Revised: March 31, 2006

Senior Offset Equipment Operator (Class No. 003073)

Union Code: CM

Variable Entry: Y